16 February 1954

MEMORANDUM FCR: Chief, Management Improvement Staff

Office of the Comptroller

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ATTENTION

SUBJECT

: Mr.

: Designation of Area Records Officer, Regulations

Control Staff, Office of the Deputy Director

(Administration)

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THE TRANSPORCE

: CIA Regulation No.

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1. In accordance with the referenced Regulation, Miss is designated as the Area Records Officer for the Regulations Control Staff, Office of the Deputy Director (Administration).

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2. It is requested that Miss be given sufficient indoctrination and training for the accomplishment of an effective records program for that staff. She is located in Room 200, 2210 E Street, and may be contacted on Extension 3221.

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Special Assistant to the Deputy Director (Administration)

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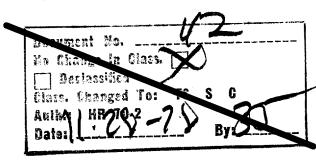
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